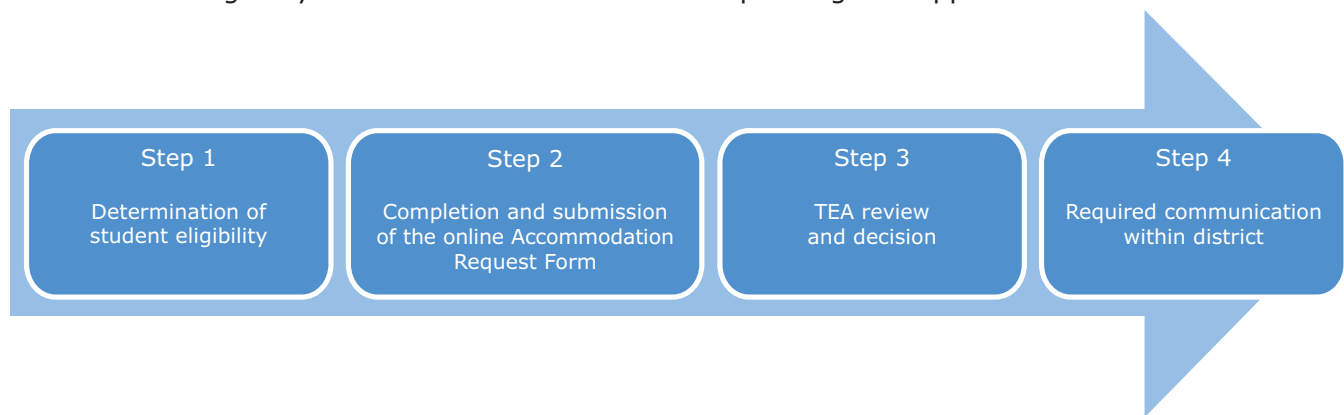


# Accommodation Request Process

Only the following designated supports—Complex Transcribing, Mathematics Scribe, Photocopying Test Materials, Extra Day, and Other—require the submission of an Accommodation Request Form to TEA. The appropriate team of people at the campus level (e.g., ARD committee, Section 504 placement committee, RTI team, student assistance team) determines whether the student meets all of the specific eligibility criteria listed for the accommodation and, if so, submits an Accommodation Request Form to TEA. Do not submit an Accommodation Request Form if the student does not meet the specific eligibility criteria. Accommodation requests must be approved by TEA before a student can use the accommodation on a state assessment. The decision to use one of these designated supports is recommended by the appropriate team at the campus level based on the eligibility criteria and is documented as “pending TEA approval.”



## STEP 1: DETERMINATION OF STUDENT ELIGIBILITY

The appropriate team of people at the campus level must consult the Accommodations Resources webpage to determine if the student meets the specific eligibility criteria for a particular designated support requiring TEA approval. The district testing coordinator is responsible for providing information about accommodations to campus testing coordinators or campus personnel, and is also the primary contact person for schools when questions arise.

## STEP 2: COMPLETION AND SUBMISSION OF THE ONLINE ACCOMMODATION REQUEST FORM

If a student meets all specific eligibility criteria for a particular designated support requiring TEA approval, the appropriate person at the campus or district level, as determined by district policy, should complete the online Accommodation Request Form. When completing the form, the following guidelines should be followed. Only Accommodation Request Forms that adhere to these guidelines will be processed. All others will be deleted and the district will have to resubmit the form correctly.

- Confidential student information, such as a student’s first or last name, Social Security number, pages from an IEP, or medical documents, should **NOT** be included.
- A separate request form should be completed for each student needing an accommodation. Blanket requests for entire classrooms will **NOT** be accepted.
- The following information must be provided as the rationale on the Accommodation Request Form.

### **Complex Transcribing Rationale**

- Describe the impairment in vision or physically disabling condition that creates a need for a Complex Transcribing accommodation. Be specific about the characteristics of the condition, symptoms, and level of severity the student experiences. The description should be specific and individualized. Include specific reasons why the student is not able to write his or her own compositions or use Basic Transcribing (e.g., word processor, speech-to-text software) to complete the written composition.
- Attach a sample of the student's handwriting if the student is able to independently write.
- Describe what has been done to accommodate the student's needs in previous years. If the student was approved to receive this accommodation in previous years, include the Accommodation Request Form ID number(s).

### **Mathematics Scribe Rationale**

- Describe the impairment in vision or physically disabling condition that creates a need for a Mathematics Scribe accommodation. Be specific about the characteristics of the condition, symptoms, and level of severity the student experiences. The description should be specific and individualized. Include specific reasons why the student is not able to write his or her own computations, use other accommodations, or use any allowable test administration procedures or materials to address the disability.
- Attach a sample of the student's handwritten computations if legibility is the issue.
- Describe what has been done to accommodate the student's needs in previous years. If the student was approved to receive this accommodation in previous years, include the Accommodation Request Form ID number(s).

### **Photocopy Rationale**

- Describe the disability that creates a need for test materials to be presented in a printed format other than a test booklet. Be specific about the characteristics of the condition, symptoms, and level of severity the student experiences. The description should be specific and individualized. Include the font size to which the materials need to be enlarged in the classroom or the method of delivery that the student uses.
- What accessibility features or other designated supports have been tried, and what is the student's level of success with these? Why are they not effective?
- Describe what has been done to accommodate the student's needs in previous years. If the student was approved to receive this accommodation in previous years, include the Accommodation Request Form ID number(s).

### **Extra Day Rationale**

- Describe the disability that prevents the student from completing the test within the prescribed time limit. Be specific about the characteristics of the condition, symptoms, and level of severity the student experiences. Phrases like "severe fatigue" and "shuts down" are not sufficient. The description should be specific and individualized. For instance, explain what happens when the student becomes fatigued or shuts down.
- Explain how the provision of an Extra Day accommodation has proven effective.
- Does the student require frequent breaks? How long are the student's breaks? How often are the student's breaks? How much work does the student accomplish during periods of productivity?
- Does the student have an alternate school schedule or location (e.g., attends school only two hours a day, is hospitalized, is homebound, has academic work in the A.M. and social skills in the P.M.)?

- What accessibility features or other designated supports have been tried, and what is the student's level of success with these? Why are they not effective?
- Describe what has been done to accommodate the student's needs in previous years. If the student was approved to receive this accommodation in previous years, include the Accommodation Request Form ID number(s).

### Other Rationale

When the district testing coordinator contacts their TEA Accommodations Task Force representative to request an Other accommodation, the following information must be provided.

- A detailed description of the Other accommodation being requested
- A description of the disability that creates a need for an Other accommodation, including specific information about the characteristics of the condition, symptoms, and level of severity the student experiences
- The accessibility features or other designated supports that have been tried and the student's level of success with them
- A description of what has been done to accommodate the student's needs in previous years. If the student was approved to receive this accommodation in previous years, include the Accommodation Request Form ID number(s).

Once this required information has been collected, designated campus personnel may enter the request in the online Accommodation Request Form, available at <http://tea.texas.gov/student.assessment/accommodations/>. A training presentation is available on this webpage as well.

The online system contains basic instructions and questions to help the submitter complete the form. After clicking the **Submit** button, a confirmation page with a request identification number will appear. This confirmation page may be printed for documentation purposes; however, this is only a receipt of submission and is not an approval for the student to use the accommodation on the state assessment.

After submission, the request is forwarded to the district testing coordinator for review. The district testing coordinator must "sign" the Accommodation Request Form (via replying to the email generated by the online form) in order for the request to be reviewed by TEA. This signature indicates that the district testing coordinator has reviewed the information and agrees that the request is necessary and appropriate.

Accommodation Request Forms must be received by TEA **at least one week prior to the beginning of a testing week** to ensure enough time to process. Late requests will **NOT** be processed unless circumstances involving the student change after the deadline (e.g., newly enrolled student, medical emergency, updated ARD committee decision). In these situations, the district testing coordinator should contact TEA's Student Assessment Division at 512-463-9536 for further instructions.

### STEP 3: TEA REVIEW AND DECISION

After TEA's Accommodations Task Force has received the "signed" Accommodation Request Form, the information will be reviewed and the request will be approved or denied. In some cases, a representative of TEA's Accommodations Task Force may contact the district for more information. Once a decision has been made, TEA will communicate this decision to the submitter and district testing coordinator by email. Approved requests will include special guidelines so that the use of the accommodation is carried out in a standardized manner.

This step in the accommodation request process may take several weeks to complete, although every attempt is made to address requests promptly. During the review process, do not resubmit the request unless asked to do so by a member of TEA's Accommodations Task Force. If the TEA decision has not been received prior to testing or if questions arise, the district testing coordinator may contact TEA's Accommodations Task Force.

### STEP 4: REQUIRED COMMUNICATION WITHIN DISTRICT

It is the responsibility of the district testing coordinator to ensure that all accommodation decisions and associated information are relayed to appropriate campus personnel.

- The TEA decision email should be read in its entirety. It is the responsibility of the district testing coordinator and campus testing coordinator to review any special guidelines that accompany an approved accommodation request. The test administrator may also need special training to administer an assessment with an approved accommodation.
- Appropriate campus personnel should note the expiration date of an approved accommodation, which will be stated in the TEA decision email. All approved accommodation requests will expire on December 31st of the year the request was approved. A new accommodation request will need to be submitted each calendar year if the student continues to need that accommodation.

For questions about accommodation policy,  
contact TEA's Accommodations Task Force  
at 512-463-9536.